



DEALER SYSTEM GUIDE
Quick Guide to Transaction Submission

Assumption

In order to complete the transaction process you will need to be registered and have received the below 3 emails. If you have not registered please go to www.cars.gov/dealersupport.

From: Car Allowance Rebate System (CARS) <wftdotri@fodatoracle.com>
Date: Wed, Jul 22, 2009 at 5:49 PM
Subject: FYI: Car Allowance Rebate System (CARS) Supplier Collaboration Network: Confirmation of Registration
To: VANEET LOOMBA <vaneetloomba@gmail.com>

To: VANEET LOOMBA
Sent: 22-JUL-09 16:48:11
ID: 1779

You have been registered as a dealer with National Highway Traffic Safety Administration (NHTSA) for participation in the Car Allowance Rebate System (CARS) program.

You have been granted access to the CARS iSupplier Portal from which you can submit vouchers for reimbursement under the CARS program. You can access this system through the CARS <<http://www.cars.gov/dealersupport>> website using the username VANEETLOOMBA@GMAIL.COM and the password P13A67917.

You will be required to change your password upon your first logon for security purposes.

Please contact the CARS Help Desk at (866)-CAR-7891 for further assistance.

From: Car Allowance Rebate System (CARS) <wftdotri@fodatoracle.com>
Date: Wed, Jul 22, 2009 at 5:49 PM
Subject: FYI: Supplier Profile Management: Approval of Bank Account
To: VANEET LOOMBA <vaneetloomba@gmail.com>

To: VANEET LOOMBA
Sent: 22-JUL-09 16:48:41
ID: 1781

Your request to create WASHINGTON MUTUAL BA 061092387 account XXXXXXXX1111 has been approved.

Thank you.

From: Car Allowance Rebate System (CARS) <wftdotri@fodatoracle.com>
Date: Wed, Jul 22, 2009 at 5:49 PM
Subject: FYI: Car Allowance Rebate System (CARS) Supplier Collaboration Network: Registration Approval
To: VANEET LOOMBA <vaneetloomba@gmail.com>

To: VANEET LOOMBA
Sent: 22-JUL-09 16:48:11
ID: 1780

You have been registered as a dealer with National Highway Traffic Safety Administration (NHTSA) for participation in the Car Allowance Rebate System (CARS) program.

You have been granted access to the CARS iSupplier Portal from which you can submit vouchers for reimbursement under the CARS program. You can access this system through the CARS <<http://www.cars.gov/dealersupport>> website using the username VANEETLOOMBA@GMAIL.COM and the password P13A67917. You will be required to change your password upon your first logon for security purposes.

Please contact the CARS Help Desk at (866)-CAR-7891 for further assistance.

Completing a CARS Rebate Application

Scope

This procedure covers how to complete and submit an invoice.

If you have not registered and need more information please go to <http://www.cars.gov/dealersupport/user-guide> and reference the Quick Guide to registration.

Policy and General Instructions

Supporting Documentation is required to be provided to the CARS program when the invoice is submitted. These are to be provided in electronic format as Adobe Acrobat Reader Files – PDF or Image files – PDF, TIF or JPG.

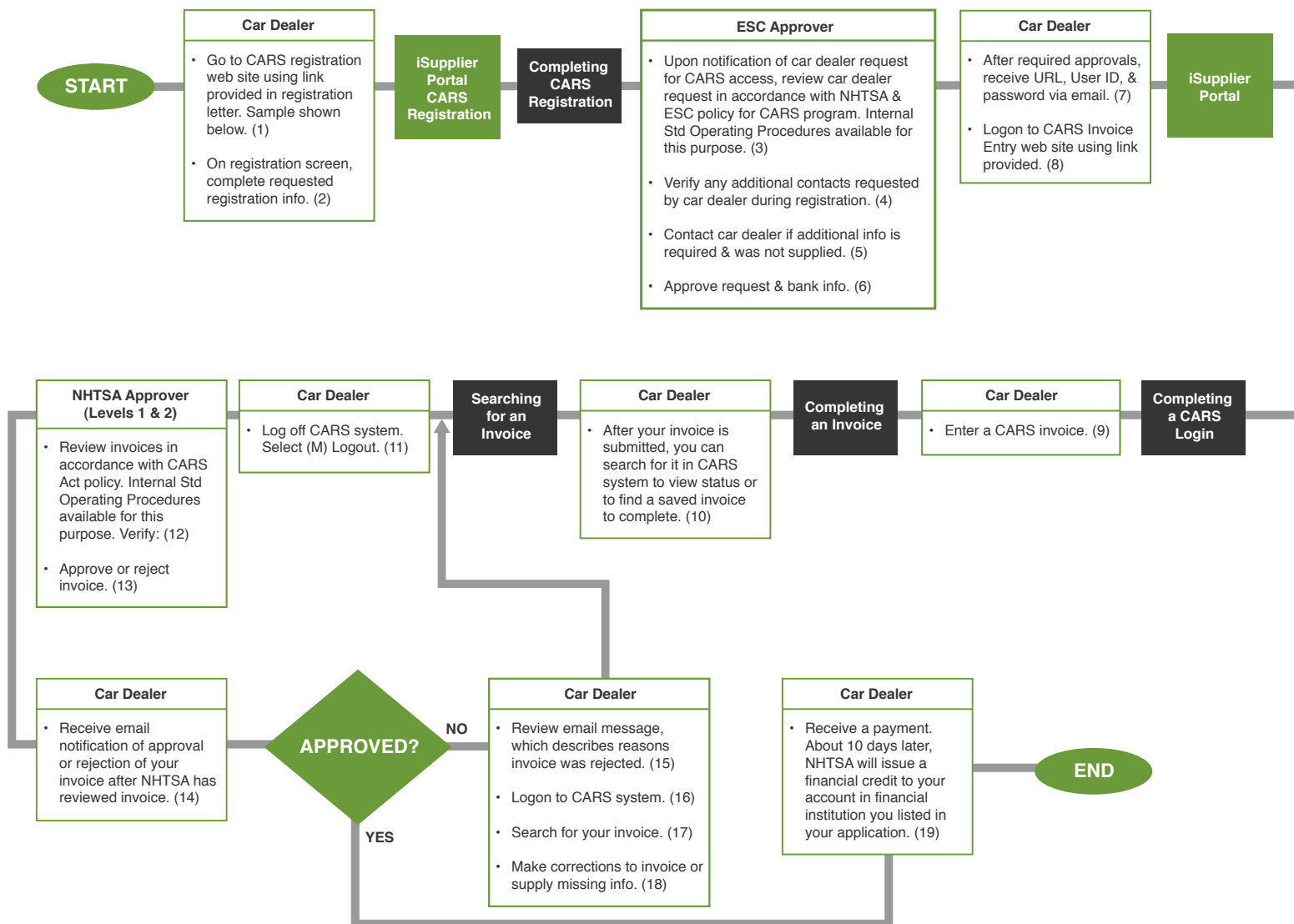
Pop-up Blockers will interfere with the CARS system. Please turn off any active pop-up blockers in your web browser before proceeding to registration.


Do not use your **Browser Back Button** or **Browser Forward Button** in the CARS system to navigate to another screen. Instead, use provided links on each screen to navigate within the CARS system.

When entering data into the CARS system, the following Rules apply:


- Fields with asterisks (*) preceding them are required or mandatory information.
- Commas are only used to separate fields from one another (not included in address fields).
- All fields are required to be filled out completely and accurately prior to submittal.
- Car dealers have the ability to enter transactions in draft state and save data while working on a transaction.

Completing a CARS Rebate Application





car allowance rebate system

 **Dealer Support**

Welcome to the Car Allowance Rebate System (CARS). Bookmark this page — it is your resource and gateway for participation in the CARS program. At the National Highway Traffic Safety Administration (NHTSA), our goal is to ensure that you and your staff are well-equipped to help the American consumer take advantage of this program.

NOTE: Due to the high volume of interest in the CARS program, users will experience intermittent delays accessing the registration portal during this initial phase. Your patience is appreciated.

Step 1

By now, you should have received your letter from NHTSA containing a unique Authorization code. That Authorization Code allows you to complete your registration. If you are authorized to sell more than one brand of vehicle, you were mailed a separate letter for each brand. You must register separately for each new vehicle brand.

The registration completion process happens in three steps, and you will be notified by e-mail as each one is completed. First, you will receive a registration confirmation e-mail. Secondly, you will receive an account activation notification e-mail, and, lastly, you will receive a bank approval e-mail from the CARS system. This process will take 2-3 business days.

You must know your OEM franchise ID for the first step of the registration process. You cannot process a transaction without an ID. Please contact your OEM if you need help with obtaining your ID.

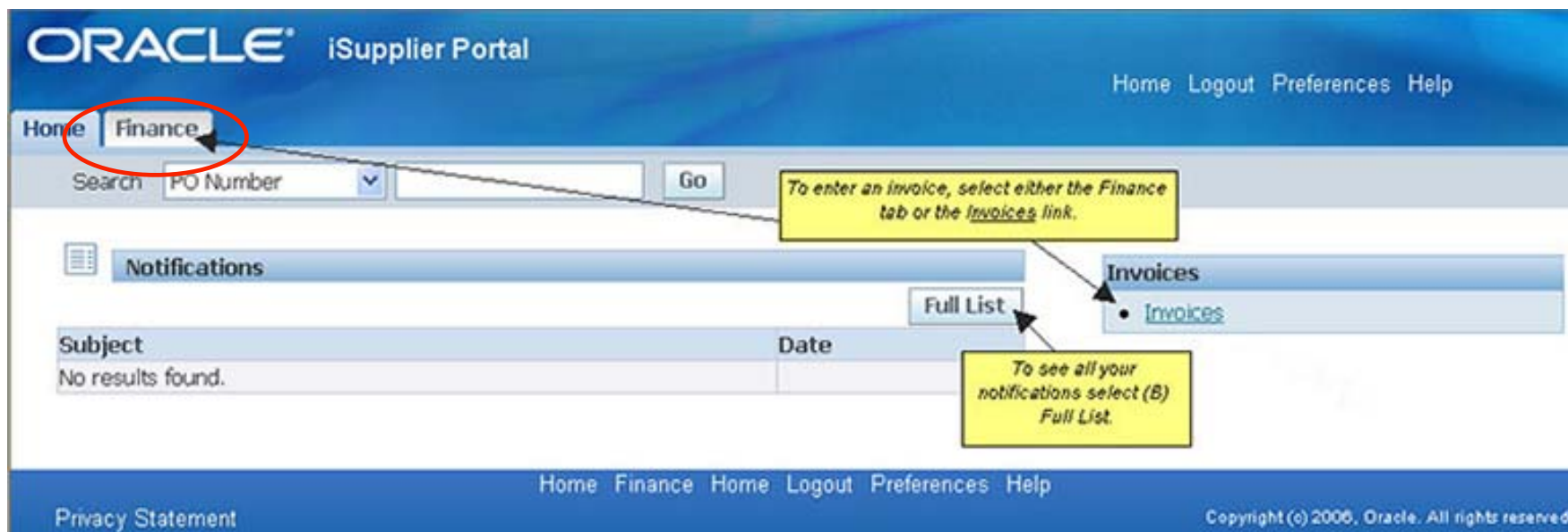
[CONSUMER HOMEPAGE](#)
[SUBMIT TRANSACTION](#)
[REGISTER](#)
[USER GUIDES](#)
[REQUIRED FORMS](#)
[FUELECONOMY.GOV](#)
[REGISTRATION HELP](#)
[DISPOSAL & SALVAGE](#)

Completing an Invoice

To create a new invoice:

1. Login to CARS Invoice Entry web site.

Click the Finance tab or the Invoices button to start an invoice.



2. Once on the FINANCE tab, Click the GO BUTTON on the upper right corner of the screen.

Note: Do not enter fields in the "Search" area of this form unless you are performing an invoice search. If it is necessary to do a search at this time use the link below for more information on how to perform an invoice search.

ORACLE[®] iSupplier Portal

Home Logout Preferences Help

Home **Finance** Create Invoices View Invoices

Invoice Actions

Create Invoice Create Invoice **Go**

Search

Note that the search is case insensitive

Dealer **John and Jane Smith Auto Center -XXXXX**

Invoice Number

Invoice Date From (example: 14-Jul-2009)

Invoice Amount

Invoice Date To

Currency

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Cancel	Update	View Attachments
No search conducted.						

Create Invoice Create Invoice **Go**

Home Finance Home Logout Preferences Help

Privacy Statement

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Dealer's Invoice - Complete Details

4. Complete the Dealership Information section first. Start by Clicking the Magnifying glass icon next to "Remit To Address"

ORACLE iSupplier Portal

Home Logout Preferences

Home Finance

Create Invoices View Invoices

Details Legal Information Review and Submit

Create Invoice: Details

* Indicates required field
 ✓ TIP % sign is the wildcard character to search on in any List of Values

Cancel Step 1 of 3 Next

Dealership Information

Name John and Jane Smith Auto Center

* Remit To Address

* Remit To Bank Account

Invoice

* Invoice Number

* Invoice Date 14-Jul-2009
 ✓ TIP Do not enter any special characters eg. \$ & @
 (example: 14-Jul-2009)

* Currency USD

Invoice Description

* Sale Date

* Disposal Status

* Disposal Facility NMVTIS ID

* Disposal Facility Contact Info

* Purchaser Full Name

* Purchaser Full Address

* Purchaser State ID Number

Co-Owner Purchaser State ID Number

* Sales Type

Attachment None Add

*** Amount**

* Trade-In VIN

* Trade-In Vehicle Category

Trade-In Vehicle Description

* Trade-In Title State

* Trade-In Registration State

* Trade-In Registration Start Date

* Trade-In Registration Expiration Date

Trade-In Insurance Start Date

* Trade-In NMVTIS Flagged Date

* Trade-In Odometer Reading

* New Vehicle VIN

* New Vehicle Category

New Vehicle Description

* New Vehicle MSRP

Cancel Step 1 of 3 Next

Privacy Statement Home Finance Home Logout Preferences

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5. Click the GO BUTTON

Search and Select: Remit To Cancel Select

Search


To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Remit To Go

Results

Select	Quick Select	Supplier	Remit To	Address	Organization
	No search conducted.				

Cancel Select

6. Click the Quick Select icon  next to the Remit Supplier information.

Search and Select: Remit To Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Remit To Go

Results

Select	Quick Select	Supplier	Remit To	Address	Organization
<input type="radio"/>		John and Jane Smith Auto Center	John and Jane S	1234 S. Bend Oklahoma City OK 73159	NATL HWY TRAFFIC SAFETY ADMIN

Cancel Select

7. The Dealer Information screen will populate with the information you selected.

Dealership Information	
* Name	John and Jane Smith Auto Center
* Remit To	<input type="text" value="John and Jane S"/> 
Address	1234 S. Bend Oklahoma City OK 73159
* Remit To Bank Account	<input type="text" value="1234"/> 

Invoice Section

8. The next step is to populate the Invoice section.

ORACLE iSupplier Portal Home Logout Preferences

Home Finance Create Invoices View Invoices

Details Legal Information Review and Submit

Create Invoice: Details

* Indicates required field
✓TIP % sign is the wildcard character to search on in any List of Values

Cancel Step 1 of 3 Next

Dealership Information

* Name John and Jane Smith Auto Center
* Remit To John and Jane S
Address 1234 S. Bend Oklahoma City OK 73159
* Remit To Bank Account 1234

Invoice

* Invoice Number JJS001
✓TIP Do not enter any special characters eg. \$ & @
* Invoice Date 14-Jul-2009
(example: 14-Jul-2009)
* Currency USD
Invoice Description
* Sale Date 31-Jul-2009
* Disposal Status CRUSH / SHRED FACILITY
Crush/Shred Facility
* Disposal Facility NMVTIS ID JX23478902
* Disposal Facility Contact Info SAM'S AUTO ELIMINATION
* Purchaser Full Name DOE, JAMES
* Purchaser Full Address 123 BRADLEY STREET OKLAHOMA CITY, OK 73199
* Purchaser State ID Number OK2345678
Co-Owner Purchaser State ID Number
* Sales Type PURCHASED
Attachment None Add

***Amount**
4500.00

* Trade-In VIN 12345678912345678
* Trade-In Vehicle Category 1
Truck Class 1
Trade-In Vehicle Description FORD | EXPLORER 2WD | 1998 | 4L 6CYL SOHC Auto(L5) RWD | 16MPG
FORD | EXPLORER 2WD | 1998 | 4L 6CYL SOHC Auto(L5) RWD | 16MPG
* Trade-In Title State OK
Oklahoma
* Trade-In Registration State OK
Oklahoma
* Trade-In Registration Start Date 03-Nov-2008
* Trade-In Registration Expiration Date 03-Nov-2009
Trade-In Insurance Start Date 03-Nov-2008
* Trade-In NMVTIS Flagged Date 31-Jul-2009
* Trade-In Odometer Reading 250000
* New Vehicle VIN 98765432198765432
* New Vehicle Category P
Passenger
New Vehicle Description HONDA | CIVIC HYBRID | 2009 | 1.3L 4CYL HEV Auto(AV) FWD | 42MPG
HONDA | CIVIC HYBRID | 2009 | 1.3L 4CYL HEV Auto(AV) FWD | 42MPG
* New Vehicle MSRP 28000

Cancel Step 1 of 3 Next


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Once all the fields above are populated, CLICK ADD to attach the required documents.

Invoice


* Invoice Number insert dealer internal invoice number; must be unique to the purchase or lease agreement

✓ **TIP** Do not enter any special characters eg. \$ & @

* Invoice Date 
 (example: 14-Jul-2009)

* Currency 

Invoice Description

* Sale Date  Date the purchase was executed

* Disposal Status

* Disposal Facility Unique ID From: <http://www.cars.gov/dealer/disposal-and-salvage> to download the Disposal Facility list

* Disposal Facility Contact Info

* Purchaser Full Name

* Purchaser Full Address

* Purchaser State ID Number

Co-Owner Purchaser State ID Number If applicable

* Sales Type

Attachment **Add**

The trade-in vehicle must be crushed or shredded, including the engine block. Only businesses listed on the Disposal Facility list found at <http://www.cars.gov/dealer/disposal-and-salvage> can be utilized for final disposal. You are allowed to transfer the vehicle once to a salvage auction that is then responsible for transferring the vehicle to a disposal facility. If you know the business you will utilize at the time of transaction, identify it by its unique ID number and common business name. In the case of a transfer business (salvage auction), enter the number 99999 for unique ID and the common business name. If no business has been identified at the time of transaction, enter the dealer franchise ID and its business name as described during dealer registration.

REQUIRED DOCUMENTATION

You will need to attach certain documents to complete the transaction process:

- 1_Trade-In_Title_Front_Page (or other approved evidence)**
- 2_Trade-In_Title_Back_Page (only if front title page provided)**
- 3_Trade-In_Proof_of_Insurance**
- 4_Trade-In_Registration**
- 5_Purchaser(s)_Identification (Individual(s) or Business) and Co-purchaser Identification (combine with purchaser)**
- 6_Deal_Sheet_and_Buyer's_Certification**
- 7_Manufacturer's_Certificate_of_Origin (or Statement of Origin)**
- 8_Purchaser_Survey (optional)**
- 9_Fuel_Economy.gov_Side_by_Side_Comparison**
- 10_Certification_from_Disposal (or Transfer Entity) (if available)**
- 11_Purchase_or_Lease_Agreement**

If you have a miscellaneous document that you would like to include you may also upload it but you must include a description of what the document contains.

The following pages contain sample documents that are required to complete a field on the transaction form or show compliance with program requirements. You must scan and attach each required document to the transaction form via the portal. The Certificate of Disposal/Transfer is the only document type that can be submitted after the transaction acceptance since the Rule allows a dealer to obtain this certification post transaction. Each document should be named specifically as listed on page 14.

Note: Each attachment can be multiple pages if necessary and the allowable file types are PDF, JPG, and TIF.

SAMPLE

Trade-In Title (Clear Title with no Lien Holder)

- Must show both sides.
- Must be legible.
- Must be clear of any liens.
- Must contain statement on both sides that reads, "Junk Automobile, CARS.gov"

This sample was redacted as an example. DO NOT REDACT ANY PORTION OF THE TITLE

Note: Some states don't require a title for vehicles of a certain age. In lieu of a title, a current registration and Bill of Sale can be submitted.

Verify the VIN
against the
Transaction Screen

Verify the Name
against the
Transaction
Screen

Verify the title is
Clear (No Lien
Holders)

Confirm that
this is on the
front of the Title

CERTIFICATE OF TITLE
DISTRICT of COLUMBIA

VEHICLE IDENTIFICATION NUMBER
12AB7530AB83094H7

YEAR **1987** MAKE **PONTIAC** BODY TYPE **TPK** GVWR **0** CURRY WT **3755**

PLATE NO **5A7BC1298** DATE **12-10-2004** ODOMETER **108919** CLASS **A** COPER **1055**

CLEAR

NAME AND ADDRESS OF VEHICLE OWNER(S)
John Doe
WASHINGTON DC

DEPARTMENT OF MOTOR VEHICLES
OFFICIAL SEAL

ORIGINAL

BY PLACEMENT OF THE ABOVE SEAL, THE DIRECTOR OF THE DEPARTMENT OF MOTOR VEHICLES CERTIFIES WITH REASONABLE CERTAINTY THAT FACTS ON THE APPLICATION FOR A CERTIFICATE OF TITLE FOR THE MOTORVEHICLE DESCRIBED ABOVE ARE TRUE AND THAT THE ABOVE PERSON(S) BEARS THE LEGAL OBLIGATION OF THIS MOTORVEHICLE.

DATE	INTEREST IN THIS VEHICLE IS HEREBY RELEASED
FIRST LIENHOLDER	\$0.00
NAME	
TITLE	
DATE	
SECOND LIENHOLDER	\$0.00
NAME	
TITLE	
DATE	

AUDIT CONTROL NO. **00002101**

Junk Automobile, CARS.gov

VOID IF ALTERED

TITLE ASSIGNMENT BY SELLER(S)

NOTICE: Federal Law Requires that you state the mileage upon transfer of ownership. Failure to complete or making a false statement or alterations may result in fines and/or imprisonment.

IF ANY ALTERATION OR ERASURES ARE MADE, THIS TITLE IS VOID.

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following purchaser(s) and the title is free of all liens.

Printed Name(s) of Purchaser(s) _____ Address _____

Signature of Seller(s) _____ Date of Sale _____

(We) state that the odometer mileage is: ☐ actual mileage ☐ not actual mileage WARNING — ODOMETER DISCREPANCY ☐ exceeds mechanical limits of odometer

ANY FALSE STATEMENT, ALTERATION, FORGERY OR FRAUD IN CONNECTION WITH THIS TITLE TRANSACTION IS A CRIME.

Printed Name(s) of Seller(s) _____ Selling Price \$ _____

Signature of Seller(s) _____ Signature of Purchaser(s) _____ Printed Name(s) _____

"I am aware of the above odometer certification made by the seller(s)." _____

The vehicle described on the face of this certificate and warrant title to said vehicle and state that at the time of delivery the same is subject to the following security interests and none other. (If not subject to lien indicate "none").

NAME OF SECURED PARTY _____ ADDRESS _____

AMOUNT OF LIEN \$ _____ DATE OF LIEN _____

WARNING — DO NOT SIGN UNTIL ALL INFORMATION ABOVE HAS BEEN FILLED IN

FIRST DEALER REASSIGNMENT
(ONLY LICENSED CAR DEALERS CAN REASSIGN IN THIS AREA)

The undersigned dealer hereby certifies that the vehicle described in this title has been transferred to the following purchaser(s).

Printed Name(s) of Purchaser(s) _____ Address _____

Signature of Agent _____ Dealer License No. _____ Date of Sale _____

"I am aware of the above odometer certification made by the seller(s)." _____

The vehicle described on the face of this certificate and warrant title to said vehicle and state that at the time of delivery the same is subject to the following security interests and none other. (If not subject to lien indicate "none").

NAME OF SECURED PARTY _____ ADDRESS _____

AMOUNT OF LIEN \$ _____ DATE OF LIEN _____ KIND OF LIEN _____

WARNING — DO NOT SIGN UNTIL ALL INFORMATION ABOVE HAS BEEN FILLED IN

SECOND DEALER REASSIGNMENT
(ONLY LICENSED CAR DEALERS CAN REASSIGN IN THIS AREA)

The undersigned dealer hereby certifies that the vehicle described in this title has been transferred to the following purchaser(s).

Printed Name(s) of Purchaser(s) _____ Address _____

Signature of Agent _____ Dealer License No. _____ Date of Sale _____

"I am aware of the above odometer certification made by the seller(s)." _____

The vehicle described on the face of this certificate and warrant title to said vehicle and state that at the time of delivery the same is subject to the following security interests and none other. (If not subject to lien indicate "none").

NAME OF SECURED PARTY _____ ADDRESS _____

AMOUNT OF LIEN \$ _____ DATE OF LIEN _____ KIND OF LIEN _____

WARNING — DO NOT SIGN UNTIL ALL INFORMATION ABOVE HAS BEEN FILLED IN

Transfer of this certificate must be recorded by a Motor Vehicle Administration

SAMPLE

Trade-In Title (Clear Title with Lien Holder)

- Must show both sides.
- Must be clear of any liens.
- Must be legible.
- Must contain statement on both sides that reads, "Junk Automobile, CARS.gov"

This sample was redacted as an example. DO NOT REDACT ANY PORTION OF THE TITLE

Note: Five states don't require a title for vehicles of a certain age. In lieu of a title, a current, lien-free registration in the name of the purchaser and a Bill of Sale can be submitted. Please see page 48 of the Rule found at <http://www.cars.gov/official-information-for-specifics>.

Note: If there is a Lien Holder on the title and there is no release signature, a release note from the Lien Holder must be provided. Confirm the words "Junk Automobile, CARS.gov" are present.

Verify the VIN
against the
Transaction Screen

Verify the Name
against the
Transaction
Screen

Verify the title
is Clear. If
there is a Lien
Holder, be sure
a release
signature
exists.

Confirm that
this is on the
front of the Title

CERTIFICATE OF TITLE

159 DISTRICT OF COLUMBIA

VEHICLE IDENTIFICATION NUMBER 12AR7639AR83094H7	YEAR 2002	MAKE TOYO	BODY TYPE 4D	DRIVEN 0	EMPTY WT 53
TITLE NUMBER 5A78C1298	TITLE DATE 10/17/2001	ODOMETER 10	CLASS A	OPER OYO	
ACTUAL MILEAGE					
NAME AND ADDRESS OF VEHICLE OWNER(S)					
John Doe					
WASHINGTON DC					
Jane Doe					
WASHINGTON DC					
0394601599 10/31 Strong this release					
DATE 08/29/2001	AMOUNT OF LIEN \$ \$19,660.00		INTEREST IN THIS VEHICLE IS HEREBY RELEASED Demarcus Williams 3/20/03 Consumer Demarcus		
FIRST LIENHOLDER SUNTRUST BANK PO BOX 85131 RICHMOND VA 23285					
DATE 08/29/2001	AMOUNT OF LIEN \$ \$19,660.00		INTEREST IN THIS VEHICLE IS HEREBY RELEASED Demarcus Williams 3/20/03 Consumer Demarcus		
SECOND LIENHOLDER					
DATE	AMOUNT OF LIEN \$		INTEREST IN THIS VEHICLE IS		
			HEREBY RELEASED		
			NAME		
			DATE		
B1223737					
VOID IF ALTERED					

NOTICE: Federal Law Requires that you state the mileage upon transfer of ownership. Failure to complete or making a false statement or alterations may result in fines and/or imprisonment.

IF ANY ALTERATION OR ERASURES ARE MADE, THIS TITLE IS VOID.

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following purchaser(s) and the title is free of all liens.

Printed Name(s) of Purchaser(s) _____ Address _____

Purchaser(s) _____

I/We state that the odometer mileage is: ☐ actual mileage ☐ not actual mileage WARNING — ODOMETER DISCREPANCY ☐ exceeds mechanical limits of odometer and certify that to the best of my knowledge the odometer reading is: _____

ANY FALSE STATEMENT, ALTERATION, FORGERY OR FRAUD IN CONNECTION WITH THIS TITLE TRANSACTION IS A CRIME.

Printed Name(s) of Seller(s) _____ Signature of Seller(s) _____ Date of Sale _____

Printed Name(s) of Seller(s) _____ Signature of Seller(s) _____

I am aware of the above odometer certification made by the seller(s). _____

Signature of Purchaser(s) _____ Printed Name(s) _____

The vehicle described on the face of this certificate and warrant title to said vehicle and state that at the time of delivery the same is subject to the following security interests and none other (if not subject to lien indicate "none").

NAME OF SECURED PARTY _____ ADDRESS _____

AMOUNT OF LIEN \$ _____ DATE OF LIEN _____

WARNING — DO NOT SIGN UNTIL ALL INFORMATION ABOVE HAS BEEN FILLED IN

The undersigned dealer hereby certifies that the vehicle described in this title has been transferred to the following purchaser(s).

Printed Name(s) of Purchaser(s) _____ Address _____

Purchaser(s) _____

I/We state that the odometer mileage is: ☐ actual mileage ☐ not actual mileage WARNING — ODOMETER DISCREPANCY ☐ exceeds mechanical limits of odometer and certify that to the best of my knowledge the odometer reading is: _____

Printed Name of Dealer and Agent _____ Dealer License No. _____

Signature of Agent _____ Date of Sale _____

I am aware of the above odometer certification made by the seller(s). _____

Signature of Purchaser(s) _____ Printed Name(s) _____

The vehicle described on the face of this certificate and warrant title to said vehicle and state that at the time of delivery the same is subject to the following security interests and none other (if not subject to lien indicate "none").

NAME OF SECURED PARTY _____ ADDRESS _____

AMOUNT OF LIEN \$ _____ DATE OF LIEN _____

WARNING — DO NOT SIGN UNTIL ALL INFORMATION ABOVE HAS BEEN FILLED IN

The undersigned dealer hereby certifies that the vehicle described in this title has been transferred to the following purchaser(s).

Printed Name(s) of Purchaser(s) _____ Address _____

Purchaser(s) _____

I/We state that the odometer mileage is: ☐ actual mileage ☐ not actual mileage WARNING — ODOMETER DISCREPANCY ☐ exceeds mechanical limits of odometer and certify that to the best of my knowledge the odometer reading is: _____

Printed Name of Dealer and Agent _____ Dealer License No. _____

Signature of Agent _____ Date of Sale _____

I am aware of the above odometer certification made by the seller(s). _____

Signature of Purchaser(s) _____ Printed Name(s) _____

The vehicle described on the face of this certificate and warrant title to said vehicle and state that at the time of delivery the same is subject to the following security interests and none other (if not subject to lien indicate "none").

NAME OF SECURED PARTY _____ ADDRESS _____

AMOUNT OF LIEN \$ _____ DATE OF LIEN _____

WARNING — DO NOT SIGN UNTIL ALL INFORMATION ABOVE HAS BEEN FILLED IN

Transfer of this certificate must be recorded by a Motor Vehicle Administration

SAMPLE

Proof of Continuous Insurance for One Year

This sample was redacted as an example. DO NOT REDACT ANY PORTION OF THE PROOF OF INSURANCE

From the Rule: The proof may consist of one or more insurance cards containing the make, model, model year, and vehicle identification number (VIN) of the insured vehicle, but only if, taken together, the cards display on their face a continuous one-year period of insurance coverage. The proof may also consist of insurance policy documents (e.g., declarations pages) showing the same information. Finally, the proof may consist of a signed letter, on insurance company letterhead, identifying the same vehicle identification information (i.e., make, model, model year, and VIN) of the insured vehicle and the period of continuous coverage, which must be for at least one year prior to the date of the trade-in.

The image displays two identical sample Missouri Insurance Cards from State Farm Insurance Companies. Each card is annotated with red boxes and callout bubbles indicating validation points:

- Validate an Insurance Policy Number is present:** Points to the POLICY NUMBER 002 4852-A25-09E.
- Validate an Insurance Company Name is present:** Points to the State Farm Insurance Companies header.
- Validate duration of Insurance is a continuous 12 months:** Points to the EFFECTIVE dates (AUG 15 2008 TO FEB 15 2009 on the left card; FEB 15 2009 TO AUG 15 2009 on the right card).
- Validate VIN number against Transaction Screen:** Points to the VIN 1V30N1V9JY83KBETH.


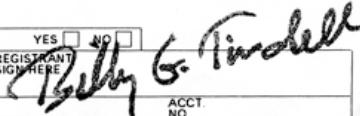
Card Details:


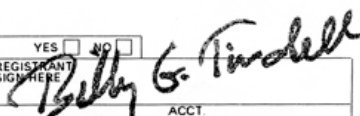
- INSURED:** DOE, JOHN
- MODEL:** 1987 MAKE LINCOLN
- MODEL:** CONTINENTA
- AGENT:** GARY ROGERS
- PHONE:** (314)291-3358
- Coverage:**
 - A BODILY INJURY/PROPERTY DAMAGE LIABILITY
 - C MEDICAL PAYMENTS
 - D 250 DEDUCT COMPREHENSIVE
 - G 250 DEDUCT COLLISION
 - H, R1, U
- SEE REVERSE SIDE FOR ADDITIONAL COVERAGE INFORMATION**

SAMPLE Proof of Continuous Trade-In Registration

This sample was redacted as an example. DO NOT REDACT ANY PORTION OF THE PROOF OF REGISTRATION

See page 31 of the Rule found at <http://www.cars.gov/official-information> for other acceptable means to show proof. These include specific combinations of a current registration card, a clear title with an issue date at least a year prior to the trade-in date, and a document from a commercially available vehicle history report provider.

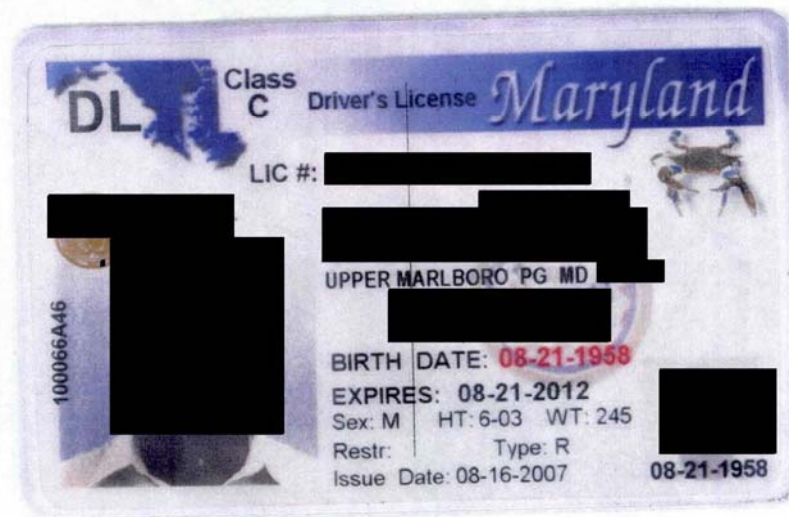
SEE INSERT FOR * COUNTY FEE		LICENSE NO. [REDACTED]		VALIDATION NO. 3116585		DATE OF ISSUE 09/17/07		WHEN VALIDATED REGISTRATION EXPIRES 09/30/08	
5460257	CLASS CODE 1000	BASE YEAR 2006	COLOR	COMPANY VEHICLE NO.	PREVIOUS LIC. NO.	REGISTERED WT/ SEATS 00	REG. WT/SEATS CHANGE	RENEWAL FEE 24.00	COUNTY FEE 36.00
VIN [REDACTED]		TITLE NO. [REDACTED]		MAKE HOND	YEAR 98	BODY 2D	MODEL 1HG	TOTAL 60.00	
ZONE		COUNTY STICKER NO.		ADDRESS TYPE:		TO ORDER BY MAIL SEND ADDITIONAL \$1.00			
PRIMARY DRIVER'S LIC. NO.		[REDACTED]							
 TENNESSEE DEPARTMENT OF REVENUE									
INDICATE CHANGE OF ADDRESS BELOW					IS THIS THE SAME ADDRESS AS THE VEHICLE OWNER'S DRIVER'S LIC. ADDRESS? YES <input type="checkbox"/> NO <input type="checkbox"/>				
STREET OR BOX NO.					FOR PRIVATE PASSENGER VEHICLE OWNERS ONLY: I CERTIFY THAT I AM A RESIDENT				
CITY					COUNTY				
STATE					ACCT. NO.				
ZIP CODE					COUNTY CLERK				
									

SEE INSERT FOR * COUNTY FEE		LICENSE NO. [REDACTED]		VALIDATION NO. 3116585		DATE OF ISSUE 09/24/08		WHEN VALIDATED REGISTRATION EXPIRES 9/30/09	
5460257	CLASS CODE 1000	BASE YEAR 2006	COLOR	COMPANY VEHICLE NO.	PREVIOUS LIC. NO.	REGISTERED WT/ SEATS 00	REG. WT/SEATS CHANGE	RENEWAL FEE 24.00	COUNTY FEE 36.00
VIN [REDACTED]		TITLE NO. [REDACTED]		MAKE HOND	YEAR 98	BODY 2D	MODEL 1HG	TOTAL 60.00	
ZONE		COUNTY STICKER NO.		ADDRESS TYPE:		TO ORDER BY MAIL SEND ADDITIONAL \$1.00			
PRIMARY DRIVER'S LIC. NO.		[REDACTED]							
 TENNESSEE DEPARTMENT OF REVENUE									
INDICATE CHANGE OF ADDRESS BELOW					IS THIS THE SAME ADDRESS AS THE VEHICLE OWNER'S DRIVER'S LIC. ADDRESS? YES <input type="checkbox"/> NO <input type="checkbox"/>				
STREET OR BOX NO.					FOR PRIVATE PASSENGER VEHICLE OWNERS ONLY: I CERTIFY THAT I AM A RESIDENT				
CITY					COUNTY				
STATE					ACCT. NO.				
ZIP CODE					COUNTY CLERK				
									

SAMPLE
Purchaser's Identification
and Co-purchasers Identification
(if applicable)

This sample was redacted as an example.
DO NOT REDACT ANY PORTION OF THE
PURCHASER ID

Note: Similar to an individual, a corporation may participate in the program only once as a purchaser and must show proof of identification that includes the corporate Federal Tax Identification number.



Deal Sheet (Summary of Sale) and Certifications

Note: Purchaser(s) must match owner(s) of Trade-In

This form is available for download at
<http://www.cars.gov/dealersupport/required-forms>.

OMB No. 2127-0660
Expiration Date: 01/31/2010



Summary of Sale/Lease & Certifications Form **CARS** car allowance rebate system

SUMMARY OF SALE OR LEASE

Date of Sale or Lease	
Purchaser Name(s)	
Purchaser Address	
Purchase or Lease (please specify)	
Make	
Model	
Model Year	
New Vehicle VIN	
Trade-In Vehicle VIN	
New Vehicle Base MSRP	
CARS Credit Applied (\$3,500 or \$4,500)	
Dealer's Best Estimate of Trade-In Vehicle Scrappage Value	
Dealer Rebate(s) or Discount(s) (please specify; if none, enter "none.")	
Manufacturer Rebate(s) or Discount(s) (please specify; if none, enter "none.")	
Other available Federal, State, or local incentive(s) or State- issued voucher(s) (please specify; if none, enter "none.")	
Other Rebate(s) or Discount(s) (please specify; if none, enter "none.")	

WARNING

This is a legal document that contains certifications under penalty of law. There are significant civil and criminal penalties for submitting false information. Please read each certification and ensure that the information that you are certifying by signing this document is, to the best of your knowledge and belief, true, accurate, and complete.

**SAMPLE
Manufacturer's
Certificate of Origin or
Statement of Origin**

This sample was redacted as an example. DO NOT REDACT ANY PORTION OF THE MSO/MCO

18016

CERTIFICATE OF ORIGIN FOR A VEHICLE


DATE
06/25/07

VEHICLE IDENTIFICATION NO.
[REDACTED]

BODY TYPE
OUTLOOK FWD XE

HP (SAE) GVWR
32.9 6411

N.T.R.
1/2



INVOICE NO.
[REDACTED]

YEAR
2008

MAKE
SATURN

SHIPPING WEIGHT
4574

SERIES OR MODEL
ZR14526

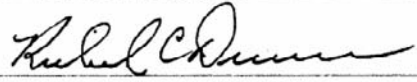
I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC.
[REDACTED]

It is further certified that this was the first transfer of such new vehicle in ordinary trade and commerce.

* THIS VEHICLE *
* HAS A *
* 50-STATE *
* EMISSION *
* SYSTEM *

**GENERAL MOTORS CORPORATION
& SUBSIDIARIES**

BY: 
(SIGNATURE OF AUTHORIZED REPRESENTATIVE) (AGENT)


[REDACTED]

CITY - STATE

SAMPLE Purchaser Survey


We strongly encourage you to ask your customer to complete this survey form before you submit your transaction. NHTSA requires this information to prepare reports to Congress about the CARS program.

OMB No. 2127-0659
Expiration Date: 01/31/2010



CARS
car allowance rebate system

**Survey of Consumer Response to
CARS Initiative**
(Commonly known as 'Cash for Clunkers')



NHTSA
www.nhtsa.gov

Please answer the following 3 questions regarding your trade-in transaction. Your answers are for program evaluation purposes only and will not influence your eligibility in any way. Please put an X in the box by the appropriate answer.

Question #1: If you were not offered the CARS program trade-in incentive, would you still have traded in your current vehicle to purchase a new or used vehicle this month?

☐ a) Yes

☐ b) No

If no, when were you planning to trade-in, sell or dispose of your vehicle?

<input type="checkbox"/> Within the next year	<input type="checkbox"/> 4 years	<input type="checkbox"/> 8 years
<input type="checkbox"/> In about 1 year	<input type="checkbox"/> 5 years	<input type="checkbox"/> 9 years
<input type="checkbox"/> 2 years	<input type="checkbox"/> 6 years	<input type="checkbox"/> 10 years
<input type="checkbox"/> 3 years	<input type="checkbox"/> 7 years	<input type="checkbox"/> More than 10 years

Question #2: If you were not offered the CARS program trade-in incentive, when you disposed of this vehicle, would you have purchased another vehicle?

☐ a) No

☐ b) Yes, a new vehicle (Please select one type below)

☐ c) Yes, a used vehicle (Please select one type below)

- ☐ a) **a subcompact car** (for example a Honda Fit, or a Toyota Yaris, etc.)
- ☐ b) **a compact car** (ex. Ford Focus, Nissan Sentra, Toyota Corolla, Honda Civic, etc.)
- ☐ c) **a mid-sized car** (ex. Chevrolet Malibu, Nissan Altima, Toyota Camry, etc.)
- ☐ d) **a large car** (ex. Chrysler 300, Ford Crown Victoria, etc.)
- ☐ e) **a small SUV** (ex. Honda CR-V, Ford Escape, etc.)
- ☐ f) **a mid-sized SUV** (ex. Ford Explorer, Honda Pilot, etc.)
- ☐ g) **a large SUV** (ex. Chevrolet Suburban, Ford Expedition, etc.)
- ☐ h) **a small pickup** (ex. Ford Ranger, etc.)
- ☐ i) **a mid-sized pickup** (ex. Dodge Dakota, Toyota Tacoma, etc.)
- ☐ j) **a large pickup** (ex. Chevrolet Silverado, Ford F-150, etc.)
- ☐ k) **a full sized passenger van** (ex. Ford E-Series, Chevrolet Express, etc.)
- ☐ l) **a full sized cargo van** (ex. Chevrolet Express, Dodge Sprinter, etc.)
- ☐ m) **a mini-van** (ex. Toyota Sienna, Dodge Caravan, etc.)
- ☐ n) **other type** (specify) _____

Question #3: What is your best estimate of the number of miles you drove the traded-in vehicle during the past 12 months?

<input type="checkbox"/> 0 – 2,499	<input type="checkbox"/> 7,500 – 9,999	<input type="checkbox"/> 15,000 – 17,499
<input type="checkbox"/> 2,500 – 4,999	<input type="checkbox"/> 10,000 – 12,499	<input type="checkbox"/> 17,500 – 19,999
<input type="checkbox"/> 5,000 – 7,499	<input type="checkbox"/> 12,500 – 14,999	<input type="checkbox"/> 20,000 or more

NHTSA Form 1075

Fueleconomy.gov side by side comparison

Note: Go to FuelEconomy.gov by clicking the tab in the upper right hand corner. Search for and select the trade-in vehicle and the new vehicle. The search engine will confirm eligibility and produce search results similar to this example. Using your browser's print function, convert the image to one of the approved formats (PDF, JPG, TIF).

CARS
car allowance rebate system

Español

HOW WILL CARS WORK?

CARS FAQ

OFFICIAL INFORMATION

FUELECONOMY.GOV

What's the incentive for my new vehicle?

	Trade-in	New Vehicle 1
	Select Different Trade-In 	Remove Select Replacement Vehicle
	PHOTO NOT AVAILABLE 	
Vehicle	1984 Volvo DL/GL/Turbo	2009 Honda Civic
Fuel Type	Regular	Regular
Engine Size	2.1 L.	1.8 L.
Cylinders	4	4
Transmission	Manual 5-spd	Manual 5-spd
Drive		Front-Wheel Drive
Options	TurboCharger, (FFS,TRBO)	
Vehicle Category	Passenger Car	Passenger Car
Combined MPG	18	29
MPG Difference	--	11
May qualify for:	--	\$4500
Other Trade-in Requirements		Other New Vehicle Requirements

- Trade-in vehicle must be in driveable condition.
- It must also have been continuously insured consistent with State laws and registered to you for at least one year immediately prior to trade-in.
- Trade-in vehicle must have a manufacture date within 25 years of trade-in date.

- Base Manufacturer's Suggested Retail Price (MSRP) must be \$45,000 or less.
- Vehicle must be new (i.e., legal title has not been transferred to anyone).

OFFICIAL GOVERNMENT SITE

U.S. Department of Transportation
National Highway Traffic Safety Administration

HOTLINE: (866)-CAR-7891
TTY: (800)-424-9153
MEDIA INQUIRIES ONLY: (202)-366-9550

HOW WILL CARS WORK?

CARS FAQ

DEALERS

HOW TO BUY A SAFER CAR


SIGN UP FOR UPDATES

Certificates of Disposal


Note: A dealer may submit these forms at the time of transaction by uploading it as an attachment or it may be sent by email within 7 days of receipt from a disposal facility to disposal@cars.gov. It is important to include the invoice number as recorded on the online transaction form (portal).

These forms are available for download at <http://www.cars.gov/dealersupport/required-forms>.

OMB No. 2127-0658
Expiration Date: 01/31/2019



Disposal Facility Certification Form




Disposal Facility Information		
CARS Invoice No. (if available)		
End of Life Vehicle Solutions (ELVS) Identification No. (if assigned)		
Legal Business Name		
Doing Business As (DBA)/Common Name (if different from Legal Business Name)		
Address (including Street, City, State, ZIP Code)		
Trade-In Vehicle Information		
Make	Model	Model Year
Trade-In Vehicle VIN		Odometer Mileage
Dealer or Salvage Auction Transferring Trade-In Vehicle Information		
Legal Business Name		
Doing Business As (DBA)/Common Name (if different from Legal Business Name)		
Address (including Street, City, State, ZIP Code)		
Check one: <input type="checkbox"/> Dealer <input type="checkbox"/> Salvage Auction	Contact Name and Title	Contact Phone and Email
Address (including Street, City, State, ZIP Code)		Date this Facility Received the Trade-In Vehicle from Dealer or Salvage Auction

WARNING


This is a legal document that contains certifications under penalty of law. There are significant civil and criminal penalties for submitting false information. Please read each certification and ensure that the information that you are certifying by signing this document is, to the best of your knowledge and belief, true, accurate, and complete.

NHTSA Form 1073
7/24/2009
Page 1 of 3

OMB No. 2127-0658
Expiration Date: 01/31/2019



Salvage Auction Certification Form



Salvage Auction Information	
CARS Invoice No. (if available)	
Legal Business Name	
Doing Business As (DBA)/Common Name (if different from Legal Business Name)	
Address (including Street, City, State, ZIP Code)	
Trade-In Vehicle Information	
Make	Model Year
Trade-In Vehicle VIN	
Odometer Mileage	
Dealer Transferring Trade-In Vehicle Information	
Legal Business Name	
Doing Business As (DBA)/Common Name (if different from Legal Business Name)	
Address (including Street, City, State, ZIP Code)	
Contact Name and Title	Contact Phone and Email
Address (including Street, City, State, ZIP Code)	Date this Salvage Auction Received the Trade-In Vehicle from Dealer

WARNING

This is a legal document that contains certifications under penalty of law. There are significant civil and criminal penalties for submitting false information. Please read each certification and ensure that the information that you are certifying by signing this document is, to the best of your knowledge and belief, true, accurate, and complete.

The person signing this document certifies under penalty of law that:

- This facility meets all applicable Federal and State laws.
- This facility has a currently active State license to conduct business as a salvage auction in the State where it is located.

NHTSA Form 1074
7/24/2009
Page 1 of 3

Purchase or Lease Agreement

Note: The unique record identifier for this sale must match the unique invoice number used on the online transaction form (portal).

STOCK NO.		KEY NUMBERS		RADIO CODE	
PURCHASER'S NAME		DATE		YR.	
NAME	DATE				
CO-PURCHASER'S NAME	DATE				
NAME	DATE				
ADDRESS		CITY, STATE		ZIP	
RESIDENCE PHONE		BUSINESS PHONE			
PLEASE ENTER MY ORDER FOR ONE <input type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> DEMONSTRATOR					
YEAR	MAKE	MODEL OR SERIES	BODY TYPE	COLOR	TRIM
CASH PRICE VEHICLE			TO BE DELIVERED ON OR ABOUT		
					TOTAL
					TAX
DOC. FEES					299 00
HANDLING AND DELIVERY CHARGES (Includes Conditioning and Preparation)					
TOTAL CASH DELIVERED PRICE					
CASH DEPOSIT SUBMITTED WITH ORDER					
ALLOWANCE FOR TRADE-IN AS APPRAISED					
LESS BALANCE OWING TO:					
DESCRIPTION OF TRADE					NET EQUITY
YEAR	MAKE	MODEL	BODY TYPE	STOCK NUMBER	ODOMETER MILEAGE
VEHICLE IDENTIFICATION NUMBER		LAST PLATE NUMBER STATE YEAR		COLOR	INTERIOR
TOTAL CREDITS					UNPAID CASH BALANCE DUE ON DELIVERY
INSURANCE COMPANY			INSURANCE AGENT		
NAME			NAME		
POLICY NO.			ADDRESS		
EFFECTIVE DATE: FROM			CITY, STATE, ZIP		
TO:			TELEPHONE		
COVERAGE: <input type="checkbox"/> Fire-Theft <input type="checkbox"/> Comprehensive			OPERATOR'S LICENSE NO.		
<input type="checkbox"/> Collision \$ _____ Deductible			PURCHASER		
			CO-PURCHASER		
The front and back of this Order comprise the entire agreement effecting this purchase and no other agreement or understanding of any nature concerning same has been made or entered into, or will be recognized. I have read the matter printed on the back hereof and agree to it as a part of this order the same as if it were printed above my signature. I certify that I am of majority age and hereby acknowledge receipt of a copy of this order. THE SALE OF THIS MOTOR VEHICLE IS GOVERNED BY THE AUTOMOTIVE CONSUMER PROTECTION ACT OF THE _____ (WHICH ENTITLES THE CONSUMER TO ARBITRATION OF COMPLAINTS ABOUT THE VEHICLE. FOR COMPLAINTS OR INFORMATION CALL _____)					
SIGNED: _____			X SIGNATURE OF PURCHASER		
APPROVED: _____			X SIGNATURE OF CO-PURCHASER		
Rev 08/19/08			THIS ORDER IS NOT VALID UNLESS SIGNED AND ACCEPTED BY DEALER OR AUTHORIZED REPRESENTATIVE		

Attaching Supporting Documentation to an Invoice

9. After clicking ADD on the Invoice screen (see page 13) the screen to the right will appear. You will attach all your supporting documentation using this screen.

Attachment Summary Information

Title	Only use the numbered attachment titles below in this field.
Description	Use this field to provide any additional information relevant to the specific attachment.
Category	From Supplier

Copies of the following documents are required to be provided in electronic format (PDF, TIF, JPEG) to the CARS program office at the time of invoice submittal. Please indicate in the attachment title field which document is being attached. Please use the exact document names below in order to expedite processing.

Attachment Titles

- 1_Trade-In_Title_Front_Page (or other approved evidence)
- 2_Trade-In_Title_Back_Page (only if front title page provided)
- 3_Trade-In_Proof_of_Insurance
- 4_Trade-In_Registration
- 5_Purchaser(s)_Identification (Individual(s) or Business)
Co-purchaser Identification (combine with purchaser)
- 6_Deal_Sheet_and_Buyer's_Certification
- 7_Manufacturer's_Certificate_of_Origin (or Statement of Origin)
- 8_Purchaser_Survey (optional)
- 9_Fuel_Economy.gov_Side_by_Side_Comparison
- 10_Certification_from_Disposal (or Transfer Entity)

Note: Misc. Attachment / Other (Please name accordingly based on NHTSA Guidance provided at <http://www.cars.gov/dealersupport/>)

Define Attachment

Type ☒ File ☐ URL ☐ Text

This should always be set to "File."

Browse...

Do not populate

Do not populate

Click the BROWSE button and select the file you want to attach from your computer.

Cancel Add Another Apply

10. After attaching your first document, click the **ADD ANOTHER** button to attach each successive document. When you have completed attaching all your documents, click the **APPLY** button.

CARS iSupplier Portal Home Logout Preferences Help

Home Finance

Create Invoices View Invoices

Finance: Create Invoices >

Add Attachment

Cancel **Add Another** Apply

Attachment Summary Information

Title: Title_Front_Page (or other approved evidence)

Description:

Category: From Supplier

Copies of the following documents are required to be provided in electronic format (PDF, TIF, JPEG) to the CARS program office at the time of invoice submittal. Please indicate in the attachment title field which document is being attached. Please use the exact document names below in order to expedite processing.

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- 2_Trade-In_Title_Back_Page (only if front title page provided)
- 3_Trade-In_Proof_of_Insurance
- 4_Trade-In_Registration
- 5_Purchaser(s)_Identification (Individual(s) or Business)
Co-purchaser Identification (combine with purchaser)
- 6_Deal_Sheet_and_Buyer's_Certification
- 7_Manufacturer's_Certificate_of_Origin (or Statement of Origin)
- 8_Purchaser_Survey (optional)
- 9_Fuel_Economy.gov_Side_by_Side_Comparison
- 10_Certification_from_Disposal (or Transfer Entity)

Note: Misc. Attachment / Other (Please name accordingly based on NHTSA Guidance provided at <http://www.cars.gov/dealersupport/>)

Define Attachment


Type: ☒ File ☐ URL ☐ Text


File Path: I:\C4C Documents\CARS REQUIRED DOCS\Doe J Trade Browse...

Cancel Add Another **Apply**


Privacy Statement Home Finance Home Logout Preferences Help


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***Amount**  **Select 3500 or 4500 matching the figure from the fueleconomy.gov side-by-side printout**

 **TIP** Do not enter any special characters. (eg. & % \$) for VIN


* Trade-in VIN **This VIN must match the title, registration, and insurance documents verbatim.**


* Trade-in Vehicle Category  **Click magnifying glass icon, click GO on next screen, then select category from list.**


* Trade-in Vehicle Description 


* Trade-In Title State

* Trade-In Registration State

* Trade-In Registration Start Date 


* Trade-In Registration Expiration Date 


Trade-In Insurance Start Date 

Trade-In Flagged Date **N/A** 

* Trade-In Odometer Reading

* New Vehicle VIN **Must match MSO/MSO attachment**

* New Vehicle Category  **Same process as Trade-In vehicle above**

* New Vehicle Description 

* New Vehicle Base MSRP **MSRP with standard features only from fueleconomy.gov printout.**

Click on Calendars to set the appropriate date for each

Click magnifying glass icon. On the next screen, you can search by the manufacturer name directly or enter % MODEL% then click GO to narrow the list of model choices. Select your model from the list by clicking the quick select icon. See next page for example.

Cancel Step 1 of 3 **Next**

Search and Select: Trade-in Vehicle Description

This screen appears after clicking the magnifying glass next to either one of the Vehicle Description fields.

Cancel

Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Trade-in Vehicle Description











Ford

Go

You may search by the MANUFACTURER name or use a percent sign on either side of the MODEL NAME to narrow your results (i.e., %CROWN VICTORIA%)

Results

Previous 1-10 Next 10

Select	Quick Select	Trade-in Vehicle Description	Description
<input type="radio"/>		FORD 5 CROWN VICTORIA POLICE 1995 4.6L 8CYL (POLICE) Auto(L4) RWD 17MPG	FORD 5 CROWN VICTORIA POLICE 1995 4.6L 8CYL (POLICE) Auto(L4) RWD 17MPG
<input type="radio"/>		FORD 5 LTD CROWN VICTORIA 1985 5.8L 8CYL (POLICE) Auto(L4) RWD 14MPG	FORD 5 LTD CROWN VICTORIA 1985 5.8L 8CYL (POLICE) Auto(L4) RWD 14MPG
<input type="radio"/>		FORD 5 LTD CROWN VICTORIA 1986 5.8L 8CYL (POLICE) Auto(L4) RWD 14MPG	FORD 5 LTD CROWN VICTORIA 1986 5.8L 8CYL (POLICE) Auto(L4) RWD 14MPG
<input type="radio"/>		FORD 5 LTD CROWN VICTORIA 1987 5.8L 8CYL (POLICE) Auto(L4) RWD 14MPG	FORD 5 LTD CROWN VICTORIA 1987 5.8L 8CYL (POLICE) Auto(L4) RWD 14MPG
<input type="radio"/>		FORD 5 LTD CROWN VICTORIA 1988 5.8L 8CYL (POLICE) Auto(L4) RWD 13MPG	FORD 5 LTD CROWN VICTORIA 1988 5.8L 8CYL (POLICE) Auto(L4) RWD 13MPG
<input type="radio"/>		FORD 5 LTD CROWN VICTORIA 1989 5.8L 8CYL (POLICE) Auto(L4) RWD 15MPG	FORD 5 LTD CROWN VICTORIA 1989 5.8L 8CYL (POLICE) Auto(L4) RWD 15MPG
<input type="radio"/>		FORD 5 LTD CROWN VICTORIA 1990 5.8L 8CYL (POLICE) Auto(L4) RWD 15MPG	FORD 5 LTD CROWN VICTORIA 1990 5.8L 8CYL (POLICE) Auto(L4) RWD 15MPG
<input type="radio"/>		FORD 5 LTD CROWN VICTORIA 1991 5.8L 8CYL (POLICE) Auto(L4) RWD 15MPG	FORD 5 LTD CROWN VICTORIA 1991 5.8L 8CYL (POLICE) Auto(L4) RWD 15MPG
<input type="radio"/>		FORD 5 UNLISTED 1985 Details in Description Field	FORD 5 UNLISTED 1985 Details in Description Field
<input type="radio"/>		FORD 5 UNLISTED 1986 Details in Description Field	FORD 5 UNLISTED 1986 Details in Description Field

Previous 1-10 Next 10

Make your selection by clicking the QUICK SELECT ICON

11. You should now have all the required fields (those marked with an asterisk *) populated. Click the NEXT button at the top or bottom right of the form to continue.

ORACLE iSupplier Portal Home Logout Preferences

Home Finance Create Invoices View Invoices

Details Legal Information Review and Submit

Create Invoice: Details

* Indicates required field
TIP % sign is the wildcard character to search on in any List of Values

Cancel Step 1 of 3 **Next**

Dealership Information

* Name John and Jane Smith Auto
* Remit To John and Jane S
Address
* Remit To Bank Account 1234

Invoice

* Invoice Number 005001
TIP Do not enter any special characters eg. \$ & @
* Invoice Date 14-Jul-2009
(example: 14-Jul-2009)
* Currency USD
Invoice Description
* Sale Date 31-Jul-2009
* Disposal Status CRUSH / SHRED FACILITY
Crush/Shred Facility
* Disposal Facility NMVTIS ID XX23478902
* Disposal Facility Contact Info SAM'S AUTO ELIMINATION
* Purchaser Full Name DOE, JAMES
* Purchaser Full Address 123 BRADLEY STREET OKLAHOMA CITY, OK 73199
* Purchaser State ID Number OK2345678
Co-Owner Purchaser State ID Number
* Sales Type PURCHASED
Attachment Attachment List Add

***Amount**

4500.00

* Trade-In VIN 12345678912345678
* Trade-In Vehicle Category 1
Truck Class 1
Trade-In Vehicle Description FORD | EXPLORER 2WD | 1998 | 4L 6CYL SOHC Auto(L5) RWD | 16MPG
FORD | EXPLORER 2WD | 1998 | 4L 6CYL SOHC Auto(L5) RWD | 16MPG
* Trade-In Title State OK
Oklahoma
* Trade-In Registration State OK
Oklahoma
* Trade-In Registration Start Date 03-Nov-2008
* Trade-In Registration Expiration Date 03-Nov-2009
Trade-In Insurance Start Date 03-Nov-2008
* Trade-In NMVTIS Flagged Date 31-Jul-2009
* Trade-In Odometer Reading 250000
* New Vehicle VIN 98765432198765432
* New Vehicle Category P
Passenger
New Vehicle Description HONDA | CIVIC HYBRID | 2009 | 1.3L 4CYL HEV Auto(AV) FWD | 42MPG
HONDA | CIVIC HYBRID | 2009 | 1.3L 4CYL HEV Auto(AV) FWD | 42MPG
* New Vehicle MSRP 28000.00

Cancel Step 1 of 3 Next

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Legal Information Page

Note: The Invoice Timeline will move to "Legal Information" status.

- It is very important that you read and understand all the certifications before submitting any transaction. This is a legally binding document and there are significant penalties for falsifying information to the government.

CARS iSupplier Portal

Home Finance Home Logout Preferences Help

Create Invoices Create Invoices

Details Legal Information Preview and Submit

Create Invoice: Legal Information Cancel Save Back Step 2 of 3 Next Submit

Legal Information

WARNING

This is a legal document that contains certifications under penalty of law. There are significant civil and criminal penalties for submitting false information. Please read each certification and ensure that the information that you are certifying by signing this document is based on personal knowledge and is, to the best of your knowledge and belief, true, accurate, and complete.

The person submitting this transaction as "Dealer" does so with personal knowledge and certifies under penalty of law that:

- The dealer has been approved as a registered dealer under the CARS program.
- The dealer has a currently active business license under State law to operate a new automobile dealership.
- The dealer has a currently active franchise agreement with an original equipment manufacturer to sell new automobiles.

Purchase and Trade-In Vehicle Eligibility for the CARS Program

- I have verified the identity of the person signing this document under "Purchaser" (hereinafter simply "Purchaser").
- I have verified that the trade-in vehicle is in drivable condition, and I or an employee under my direction or supervision has operated the trade-in vehicle to confirm that the trade-in vehicle is in drivable condition.
- I have verified that the trade-in vehicle has been continuously insured for a period of not less than one (1) year prior to the date of this transaction.
- I have verified that the Purchaser has been the registered owner of the trade-in vehicle continuously for a period of not less than one (1) year prior to the date of this transaction.
- I have observed the trade-in vehicle's date of manufacture (both month and year) as it appears on the trade-in vehicle's safety standard certification label, and have verified that the trade-in vehicle was manufactured less than 25 years before the date of the trade-in.
- I have verified that the trade-in vehicle's fuel economy is eligible for the CARS program.

New Vehicle Eligibility for the CARS Program

- The new vehicle is being purchased or, in the case of a lease, leased for a period of not less than five (5) years.
- I have verified that the CARS program credit amount requested (i.e., either \$3,500.00 or \$4,500.00, as applicable) corresponds to the difference between the trade-in vehicle's fuel economy and the new vehicle's fuel economy under the requirements of the CARS program.
- The new vehicle has a base manufacturer's suggested retail price (MSRP) as shown on the Monroney label affixed to the new vehicle of \$45,000 or less (exclusive of any accessories, optional equipment, taxes or destination charges).

Transaction Conforms to the Requirements of the CARS Program

- I have reduced the price of the new vehicle that is being purchased or leased by the CARS Program credit amount requested (i.e., either \$3,500.00 or \$4,500.00, as applicable).
- I have disclosed to the Purchaser the best estimate of the scrapage value of the trade-in vehicle.
- I have retained no more than \$50.00 of the scrapage value as payment for any of the dealer's administrative costs in connection with this CARS transaction.
- I have not charged the Purchaser any additional fees for participating in the CARS program in this transaction.
- I have applied the credit under the CARS program in addition to any other rebate or discount advertised by the dealer or offered by the manufacturer for the new vehicle, and have not used the CARS program credit to offset any such other rebate or discount.
- I have not reduced the value of the CARS program credit amount requested (i.e., either \$3,500.00 or \$4,500.00, as applicable) by any other available Federal, State, or local incentive or a State-issued voucher for the purchase or lease of a new fuel efficient automobile.

Disposal of the Trade-In Vehicle

- The trade-in vehicle has not been, and will not be, sold, leased, exchanged or other disposed of for use as an automobile in the United States or in any other country.
- I have either: (a) rendered the engine block of the trade-in vehicle inoperable under the procedures of the CARS Program prior to further transfer of the trade-in vehicle; or, (b) this transaction occurred prior to July 24, 2009, and I have submitted to NHTSA the necessary proof as attachments under Miscellaneous Documents that the engine block has been crushed or shredded.
- I have transferred or will transfer the trade-in vehicle, including the engine block, to either: (a) a CARS program participating disposal facility that will crush or shred the trade-in vehicle; or, (b) to a participating salvage auction that will transfer the vehicle to such a disposal facility.
- I have provided the disposal facility and/or salvage auction information and written notice that it is responsible for the removal and appropriate disposition of refrigerants, airbags, lead products, mercury switches, and such other toxic or hazardous vehicle components prior to the crushing or shredding of an eligible trade-in vehicle, in accordance with all applicable Federal and State requirements.

I certify under penalty of law that:

- I have authority to execute this document.
- I have read each of the foregoing certifications.
- I understand that payment of the CARS program credit amount is conditioned on compliance with these certifications.
- This document, and all attachments, were either prepared by me or prepared under my direction or supervision.
- The information set forth in this document, and all attachments, is based on personal knowledge and is, to the best of my knowledge and belief, true, accurate, and complete.
- I am aware that there are significant penalties for submitting false information, including the possibility of civil penalties under the CARS program, suspension or revocation of continued participation in the CARS program, as well as fines and/or imprisonment.

Privacy Act Statement

This notice is provided pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a. This information is solicited under the authority of Public Law 111-32, 123 Stat. 1859. Furnishing the information is voluntary, but failure to provide all or part of the information may result in disapproval of your request for a credit on this purchase or lease transaction under the CARS Program. The principal purposes for collecting the information are to determine if purchase or lease transactions are eligible for credits under the CARS Program, to ensure proper disposal of trade-in vehicles, to prevent, identify and penalize fraud in connection with the Program, and to update an existing government database of vehicle identification numbers. If you complete the optional survey, the survey information will be used to report to Congress on the Program. Other routine uses are published in the Federal Register at 65 F.R. 19476 (April 11, 2000), available at: www.dhs.gov/privacy

Return to Invoice Cancel Save Back Step 2 of 3 Next Submit

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13. Review your invoice. If you find that there are missing items that are not available for attachment, select the Save button. CARS will save your invoice in an incomplete status for later submission.

Note: If you save your invoice a confirmation notice will appear on your Create Invoices page stating that your invoice has been saved for later submission.

ORACLE iSupplier Portal

Home Logout Preferences Help

Home Finance

Create Invoices View Invoices

Details Legal Information Review and Submit

Create Invoice: Review and Submit

Cancel Save Back Step 3 of 3 **Submit**

Dealer

* Dealer John and Jane Smith Auto Center-XXXX
* Remit To John and Jane S
Address
Remit To Bank Account 1234

Invoice

* Invoice Number JJS001
* Invoice Date 14-Jul-2009
* Currency USD
Invoice Description

Sale Date 31-Jul-2009
Disposal Status CRUSH / SHRED
Facility
Crush/Shred Facility
Disposal Facility NMVTIS ID XX23478902
Disposal Facility Contact Info SAM'S AUTO ELIMINATION
Purchaser Full Name DOE, JAMES
Purchaser Full Address 123 BRADLEY STREET OKLAHOMA CITY, OK 73199
Purchaser State ID Number OK2345678
Cur Owner Pur User State ID Number
Sales Type PURCHASED

Attachment **Attachment List** Click here to review your attachments.

Items

	Amount
Trade-In VIN 12345678912345678	4500.00
Trade-In Vehicle Category 1	
Trade-In Vehicle Description FORD EXPLORER 2WD 1998 4L 6CYL SOHC Auto(L5) RWD 16MPG	
Trade-In Title State OK	
Trade-In Registration State Oklahoma	
Trade-In Registration Start Date 03-Nov-2008	
Trade-In Registration Expiration Date 03-Nov-2009	
Trade-In Insurance Start Date 03-Nov-2008	
Trade-In NMVTIS Flagged Date 31-Jul-2009	
Trade-In Odometer Reading 250000	
New Vehicle VIN 98765432198765432	
New Vehicle Category P	
New Vehicle Description HONDA CIVIC HYBRID 2009 1.3L 4CYL HEV Auto(AV) FWD 42MPG	
New Vehicle MSRP 28000.00	

Invoice Request Summary

	Amount
Items	4500.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Total (USD)	4500.00

Cancel **Save** Back Step 3 of 3 Submit

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Warning: Do not hit submit unless you have confirmed all of your data and attachments and read the certifications.

Click here to review your attachments.

14. To view all saved invoices, leave the Invoice Number and Date fields blank and click the Go button.

ORACLE® iSupplier Portal Home Logout Preferences Help

Home Finance
Create Invoices View Invoices

Confirmation
Invoice JIS001 has been saved for update and later submission.

Invoice Actions
Create Invoice Create Invoice Go

Search
Note that the search is case insensitive
Dealer John and Jane Smith Auto Center-XXXXX
Invoice Number
Invoice Date From (Example: 14-Jul-2009)
Go Clear
Invoice Amount
Invoice Date To
Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Cancel	Update	View Attachments
No search conducted.						

Create Invoice Create Invoice Go

Home Finance Home Logout Preferences Help
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15. To open and update your invoice, select the pencil icon in the row where your saved invoice appears.

CARS ISupplier Portal

Home Logout Preferences Help

Home Finance

Create Invoices View Invoices

Invoice Actions

Create Invoice Create Invoice Go

Search

Note that the search is case insensitive

Dealer John and Jane Smith Auto Center

Invoice Number

Invoice Date From

(examples: 17-Jul-2009)

Go Clear

Invoice Amount

Invoice Date To

Currency

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Cancel	Update
00S02	16-Jul-2009	USD	4500.00	Cancel	Update
00S03	16-Jul-2009	USD	4500.00	Cancel	Update
00S07170901	17-Jul-2009	USD	4500.00	Cancel	Update

Create Invoice Create Invoice Go

Home Finance Home Logout Preferences Help

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CARS iSupplier Portal

[Home](#) [Logout](#) [Preferences](#)

[Home](#)
[Finance](#)

Create Invoices | View Invoices

Details
Legal Information
Review and Submit

Create Invoice: Details

* Indicates required field
 * TIP % sign is the wildcard character to search on in any List of Values

Step 1 of 3

Dealership Information		Invoice	
* Name John and Jane Smith Auto Center * Remit To John and Jane S Address * Remit To Bank Account 1234	* Invoice Number 10507170901 <small>*TIP Do not enter any special characters eg. \$ & @</small> * Invoice Date 17-Jul-2009 <small>(example: 17-Jul-2009)</small> * Currency USD Invoice Description * Sale Date 31-Jul-2009 * Disposal Status CRUSH / SHRED FACILITY <small>Crush/Shred Facility</small> * Disposal Facility ID NM123 * Disposal Facility Contact Info Samson's Auto Crusher Service * Purchaser Full Name Wayne, John * Purchaser Full Address 10 Chism Trail Oklahoma City, OK 70009 * Purchaser State ID Number OK897564231 Co-Owner Purchaser State ID Number * Sales Type PURCHASED <small>Purchased Attachment None Add</small>		

* Amount

+5500.00

*TIP Do not enter any special characters. (eg. & % \$) for VIN

* Trade-In VIN 91919191919191919 * Trade-In Vehicle Category P * Trade-In Vehicle Description FORD MUSTANG 1985 5.0L 8CYL Auto(L4) RWD 18MPG <small>FORD MUSTANG 1985 5.0L 8CYL Auto(L4) RWD 18MPG</small> * Trade-In Title State OK <small>Oklahoma</small> * Trade-In Registration State OK <small>Oklahoma</small> * Trade-In Registration Start Date 03-Nov-2008 * Trade-In Registration Expiration Date 03-Nov-2009 Trade-In Insurance Start Date 03-Nov-2008 Trade-In Flagged Date 02-Sep-2009 * Trade-In Odometer Reading 300000 * New Vehicle VIN 28282828282328282 * New Vehicle Category P <small>Passenger</small> * New Vehicle Description TOYOTA HIGHLANDER HYBRID 4WD 2009 3.3L 6CYL HEV Auto(AV) 4WD 26I <small>TOYOTA HIGHLANDER HYBRID 4WD 2009 3.3L 6CYL HEV Auto(AV) 4WD 26MPG</small> * New Vehicle Base MSRP 28000.00

Step 1 of 3

[Home](#) [Finance](#) [Home](#) [Logout](#) [Preferences](#)

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17. Any time you make a change to your transaction package after saving, you are required to recertify. The system will automatically force you to return to this screen before submitting.

CARS (Supplier Portal)

Home Logout Preferences Help

Finance
Create Invoices

Legal Information

Review and Submit

Cancel Save Back Step 2 of 3 Next Submit

Legal Information

WARNING

This is a legal document that contains certifications under penalty of law. There are significant civil and criminal penalties for submitting false information. Please read each certification and ensure that the information that you are certifying by signing this document is based on personal knowledge and is, to the best of your knowledge and belief, true, accurate, and complete.

The person submitting this transaction as "Dealer" does so with personal knowledge and certifies under penalty of law that:

Registration in the CARS Program

- The dealer has been approved as a registered dealer under the CARS program.
- The dealer has a currently active business license under State law to operate a new automobile dealership.
- The dealer has a currently active franchise agreement with an original equipment manufacturer to sell new automobiles.

Purchaser and Trade-in Vehicle Eligibility for the CARS Program

- I have verified the identity of the person signing this document under "Purchaser" (hereinafter simply "Purchaser").
- I have verified that the trade-in vehicle is in drivable condition, and I or an employee under my direction or supervision has operated the trade-in vehicle to confirm that the trade-in vehicle is in drivable condition.
- I have verified that the trade-in vehicle has been continuously insured for a period of not less than one (1) year prior to the date of this transaction.
- I have verified that the Purchaser has been the registered owner of the trade-in vehicle continuously for a period of not less than one (1) year prior to the date of this transaction.
- I have observed the trade-in vehicle's date of manufacture (both month and year) as it appears on the trade-in vehicle's safety standard certification label, and have verified that the trade-in vehicle was manufactured less than 25 years before the date of the trade-in.
- I have verified that the trade-in vehicle's fuel economy is eligible for the CARS program.

New Vehicle Eligibility for the CARS Program

- The new vehicle is being purchased or, in the case of a lease, leased for a period of not less than five (5) years.
- I have verified that the CARS program credit amount requested (i.e., either \$3,500.00 or \$4,500.00, as applicable) corresponds to the difference between the trade-in vehicle's fuel economy and the new vehicle's fuel economy under the requirements of the CARS program.
- The new vehicle has a base manufacturer's suggested retail price (MSRP) as shown on the Monroney label affixed to the new vehicle of \$45,000 or less (exclusive of any accessories, optional equipment, taxes or destination charges).

Transaction Conforms to the Requirements of the CARS Program

- I have reduced the price of the new vehicle that is being purchased or leased by the CARS Program credit amount requested (i.e., either \$3,500.00 or \$4,500.00, as applicable).
- I have disclosed to the Purchaser the best estimate of the scrap value of the trade-in vehicle.
- I have retained no more than \$50.00 of the scrap value as payment for any of the dealer's administrative costs in connection with this CARS transaction.
- I have not charged the Purchaser any additional fees for participating in the CARS program in this transaction.
- I have applied the credit under the CARS program in addition to any other rebate or discount advertised by the dealer or offered by the manufacturer for the new vehicle, and have not used the CARS program credit to offset any such other rebate or discount.
- I have not reduced the value of the CARS program credit amount requested (i.e., either \$3,500.00 or \$4,500.00, as applicable) by any other available Federal, State, or local incentive or a State-issued voucher for the purchase or lease of a new fuel efficient automobile.

Disposal of the Trade-in Vehicle

- The trade-in vehicle has not been, and will not be, sold, leased, exchanged or other disposed of for use as an automobile in the United States or in any other country.
- I have either: (a) rendered the engine block of the trade-in vehicle inoperable under the procedures of the CARS Program prior to further transfer of the trade-in vehicle; or, (b) this transaction occurred prior to July 24, 2009, and I have submitted to NHTSA the necessary proof as attachments under Miscellaneous Documents that the engine block has been crushed or shredded.
- I have transferred or will transfer the trade-in vehicle, including the engine block, to either: (a) a CARS program participating disposal facility that will crush or shred the trade-in vehicle; or, (b) to a participating salvage auction that will transfer the vehicle to such a disposal facility.
- I have provided the disposal facility and/or salvage auction information and written notice that it is responsible for the removal and appropriate disposition of refrigerants, antifreeze, lead products, mercury switches, and such other toxic or hazardous vehicle components prior to the crushing or shredding of an eligible trade-in vehicle, in accordance with all applicable Federal and State requirements.

Certify under penalty of law that:

- I have authority to execute this document.
- I have read each of the foregoing certifications.
- I understand that payment of the CARS program credit amount is conditioned on compliance with these certifications.
- This document, and all attachments, were either prepared by me or prepared under my direction or supervision.
- The information set forth in this document, and all attachments, is based on personal knowledge and is, to the best of my knowledge and belief, true, accurate, and complete.
- I am aware that there are significant penalties for submitting false information, including the possibility of civil penalties under the CARS program, suspension or revocation of continued participation in the CARS program, as well as fines and/or imprisonment.

Privacy Act Statement

This notice is provided pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a. This information is solicited under the authority of Public Law 111-32, 123 Stat. 1859. Furnishing the information is voluntary, but failure to provide all or part of the information may result in disapproval of your request for a credit on this purchase or lease transaction under the CARS Program. The principal purpose for collecting the information is to determine if purchase or lease transactions are eligible for credits under the CARS Program, to ensure proper disposal of trade-in vehicles, to prevent, identify and penalize fraud in connection with the Program, and to update an existing government database of Vehicle Identification Numbers. If you complete the optional survey, the survey information will be used to report to Congress on the Program. Other routine uses are published in the Federal Register at 65 F.R. 29775 (April 11, 2000), available at: www.dhs.gov/privacy.

Return to Invoice

Cancel Save Back Step 2 of 3 **Next** Submit

Privacy Statement Home Finance Home Logout Preferences Help

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18. Review your invoice. If it is complete, select the Submit button.

Note: You will receive a "Confirmation" response that will appear at the top of your invoice.

ORACLE iSupplier Portal Home Logout Preferences Help

Home Finance Create Invoices View Invoices

Details Legal Information **Review and Submit**

Create Invoice: Review and Submit Cancel Save Back Step 3 of 3 Submit

Dealer	Invoice
* Dealer John and Jane Smith Auto Center-XXXXX	* Invoice Number 335001
* Remit To John and Jane S	* Invoice Date 14-Jul-2009
Address	* Currency USD
Remit To Bank Account 1234	Invoice Description
	Sale Date 31-Jul-2009
	Disposal Status CRUSH / SHRED
	FACILITY Crush/Shred Facility
	Disposal Facility NMVTIS ID XX23478902
	Disposal Facility Contact Info SAM'S AUTO ELIMINATION
	Purchaser Full Name DOE, JAMES
	Purchaser Full Address 123 BRADLEY STREET
	OKLAHOMA CITY, OK 73199
	Purchaser State ID Number OK2345678
	Co-Owner Purchaser State ID Number
	Sales Type PURCHASED
	Attachment Attachment List Purchased

Items	Amount
Trade-in VIN 12345678912345678	4500.00
Trade-in Vehicle Category 1	
Trade-in Vehicle Description FORD EXPLORER 2WD 1998 4L 6CYL SOHC Auto(L5) RWD 16MPG	
Trade-in Title State OK	
Trade-in Registration State OK	
Trade-in Registration Start Date 03-Nov-2008	
Trade-in Registration Expiration Date 03-Nov-2009	
Trade-in Insurance Start Date 31-Jul-2009	
Trade-in Odometer Reading 250000	
New Vehicle VIN 98765432198765432	
New Vehicle Category P	
New Vehicle Description HONDA CIVIC HYBRID 2009 1.3L 4CYL HEV Auto(AV) FWD 42MPG	
New Vehicle MSRP 28000.00	

Invoice Request Summary	
Items	4500.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Total (USD)	4500.00

Cancel Save Back Step 3 of 3 **Submit**

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19. If you would like a printed copy of your invoice, click the Printable Page button.

ORACLE iSupplier Portal Home Logout Preferences Help

Home Finance Create Invoices View Invoices

Details Legal Information Review and Submit

Confirmation
Invoice JJS001 was submitted to our Cars Allowance Rebate System (CARS) on 14-Jul-2009. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page. If the invoice is rejected you will get an email of the same with the rejection reason. You can resubmit the invoice with requested information after login into the application from the email.

Invoice: JJS001 [Printable Page](#) [Create Another](#)

Dealer	Invoice
* Dealer John and Jane Smith Auto Center * Remit To John and Jane S Address Remit To Bank Account 1234	* Invoice Number JJS001 * Invoice Date 14-Jul-2009 * Currency USD Invoice Description

Sale Date 31-Jul-2009
Disposal Status CRUSH / SHRED
FACILITY
Crush/Shred Facility
Disposal Facility NMVTIS ID 3023478902
Disposal Facility Contact Info SAM'S AUTO ELIMINATION
Purchaser Full Name DOE, JAMES
Purchaser Full Address 123 BRADLEY STREET
OKLAHOMA CITY, OK 73199
Purchaser State ID Number OK2345678
Co-Owner Purchaser State ID Number
Sales Type PURCHASED
Attachment [Attachment List](#)

Items

	Amount
Trade-In VIN 12345678912345678	4500.00
Trade-In Vehicle Category 1	
Trade-In Vehicle Description FORD EXPLORER 2WD 1998 4L 6CYL SOHC Auto(L5) RWD 16MPG	
Trade-In Title State OK	
Trade-In Registration State OK	
Trade-In Registration Start Date 03-Nov-2008	
Trade-In Registration Expiration Date 03-Nov-2009	
Trade-In Insurance Start Date 03-Nov-2008	
Trade-In NMVTIS Flipped Date 31-Jul-2009	
Trade-In Odometer Reading 250000	
New Vehicle VIN 987654321098765432	
New Vehicle Category P	
New Vehicle Description HONDA CIVIC HYBRID 2009 1.3L 4CYL HEV Auto(AV) FWD 42MPG	
New Vehicle MSRP 28000.00	

Invoice Request Summary

Items	4500.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Subtotal	4500.00
Less Advances and Financing	0.00
Total (USD)	4500.00

[Return to Invoices](#) [Printable Page](#) [Create Another](#)

Home Finance Home Logout Preferences Help

Done Internet

20. Close your printable document screen and your Submitted Invoice Confirmation screen will appear.

Create Invoice: Review and Submit

Dealer

* Dealer

John and Jane Smith Auto Center

* Remit To Address

John and Jane S

Remit To Bank Account

1234

Invoice

* Invoice Number

JJS001

* Invoice Date

14-Jul-2009

Invoice Type

Standard Invoice Request

* Currency

USD

Invoice Description

Sale Date

31-Jul-2009

Disposal Status

CRUSH / SHRED

Disposal Facility

CRUSH/SHRED Facility

Disposal Facility NMVTIS ID

XX23478902

Disposal Facility Contact Info

SAM'S AUTO ELIMINATION

Purchaser Full Name

DCE, JAMES

Purchaser Full Address

123 BRADLEY STREET OKLAHOMA CITY, OK 73199

Purchaser State ID Number

OK2345678

Co-Owner Purchaser State ID Number

Sales Type

PURCHASED

Attachment

Attachment List

Items

	Amount
Trade-In VIN	12345678912345678
Trade-In Vehicle Category	1
Trade-In Vehicle Description	Truck Class 1 FORD EXPLORER 2WD 1998 4L 6CYL SOHC Auto(L5) RWD 16MPG
Trade-In Title State	OK
Trade-In Registration State	OK
Trade-In Registration Start Date	03-Nov-2008
Trade-In Registration Expiration Date	03-Nov-2009
Trade-In Insurance Start Date	03-Nov-2008
Trade-In NMVTIS Flagged Date	31-Jul-2009
Trade-In Odometer Reading	250000
New Vehicle VIN	98765432198765432
New Vehicle Category	P
New Vehicle Description	Passenger HONDA CIVIC HYBRID 2009 1.3L 4CYL HEV Auto(AV) FWD 42MPG
New Vehicle MSRP	28000.00

Invoice Request Summary

Items	4500.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Total (USD)	4500.00

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21. You may create a new invoice at this time by clicking the Create Another button. Or, to monitor your invoice status, return to the View Invoice screen by selecting the link Return to Invoices. The Return to Invoices link appears at the lower left of your invoice screen.

22. Monitor your invoice status by returning to the Invoice View page.

ORACLE iSupplier Portal

Home Logout Preferences Help

Home Finance **View Invoices**

Details Legal Information Review and Submit

Confirmation
Invoice JJ5001 was submitted to our Cars Allowance Rebate System (CARS) on 14-Jul-2009. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page. If the invoice is rejected you will get an email of the same with the rejection reason. You can resubmit the invoice with requested information after login into the application from the email.

Invoice: JJ5001

Printable Page **Create Another**

Dealer		Invoice	
* Dealer	John and Jane Smith Auto Center	* Invoice Number	JJ5001
* Remit To Address	John and Jane S	* Invoice Date	14-Jul-2009
Remit To Bank Account	1234	* Currency	USD
		Invoice Description	
		Sale Date	31-Jul-2009
		Disposal Status	CRUSH / SHRED
		Disposal Facility	CRUSH/SHRED Facility
		Disposal Facility NRVIS ID	30229479902
		Disposal Facility Contact Info	SAM'S AUTO ELIMINATION
		Purchaser Full Name	DOE, JAMES
		Purchaser Full Address	123 BRADLEY STREET OKLAHOMA CITY, OK 73199
		Purchaser State ID Number	OK2345678
		Co-Owner Purchaser State ID Number	
		Sales Type	PURCHASED
		Attachment	Attachment List

Items

	Amount
Trade-In VIN	12345678912345678
Trade-In Vehicle Category	1
Trade-In Vehicle Description	FORD EXPLORER 2WD 1998 4L 6CYL SOHC Auto(L5) RWD 16MPG
Trade-In Title State	OK
Trade-In Registration State	OK
Trade-In Registration Start Date	03-Nov-2008
Trade-In Registration Expiration Date	03-Nov-2009
Trade-In Insurance Start Date	03-Nov-2008
Trade-In NRVIS Flipped Date	31-Jul-2009
Trade-In Odometer Reading	250000
New Vehicle VIN	987654321098765432
New Vehicle Category	P
New Vehicle Description	HONDA CIVIC HYBRID 2009 1.3L 4CYL HEV Auto(AV) FWD 42MPG
New Vehicle MSRP	28000.00

Invoice Request Summary

	Amount
Items	4500.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Subtotal	4500.00
Less Advances and Financing	0.00
Total (USD)	4500.00

Return to Invoices

Printable Page **Create Another**

Home Finance Home Logout Preferences Help

Done Internet

Additional Important Information

Appendix B to Part 599 - Engine Disablement Procedures for the CARS

Engine Disablement Procedures for the CARS Program

THIS PROCEDURE IS NOT TO BE USED BY THE VEHICLE OWNER

Perform the following procedure to disable the vehicle engine.

1. Obtain solution of 40% sodium silicate/60% water. (The Sodium Silicate ($\text{SiO}_2/\text{Na}_2\text{O}$) must have a weight ratio of 3.0 or greater.)
2. Drain engine oil for environmentally appropriate disposal.
3. Install the oil drain plug.
4. Since the procedure is intended to render the engine inoperative, drive or move the vehicle to the desired area for disablement.
5. Pour enough solution in the engine through the oil fill for the oil pump to circulate the solution throughout the engine. Start by adding 2 quarts of the solution, which should be sufficient in most cases.
CAUTION: Wear goggles and gloves. Appropriate protective clothing should be worn to prevent silicate solution from coming into contact with the skin.
6. Replace the oil fill cap.
7. Start the engine.
8. Run engine at approximately 2000 rpm (for safety reasons do not operate at high rpm) until the engine stops. (Typically the engine will operate for 3 to 7 minutes. As the solution starts to affect engine operation, the operator will have to apply more throttle to keep the engine at 2000 rpm.)
9. Allow the engine to cool for at least 1 hour.
10. With the battery at full charge or with auxiliary power to provide the power of a fully charged battery, attempt to start the engine.
11. If the engine will not operate at idle, the procedure is complete.
12. If the engine will operate at idle, repeat steps 7 through 11 until the engine will no longer idle.
13. Attach a label to the engine that legibly states the following:

This engine is from a vehicle that is part of the Car Allowance Rebate System (CARS). It has significant internal damage caused by operating the engine with a sodium silicate solution (liquid glass) instead of oil.

14. File this document in the file for the new vehicle purchase.